

TOWN OF RICHMOND NEW HAMPSHIRE Zoning Board of Adjustment



INSTRUCTIONS TO APPLICANTS APPEALING TO THE RICHMOND BOARD OF ADJUSTMENT

**IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE FILLING
OUT ATTACHED APPLICATION**

The board strongly recommends that, before making any appeal, you become familiar with the zoning ordinance, and also with the New Hampshire Statutes TITLE LXIV, RSA Chapters 672- 677, covering planning and zoning.

Four types of appeals can be made to the board of adjustment:

VARIANCE: Is an authorization, which may be granted under special circumstances, to use your property in a way that is not permitted under the strict terms of the zoning ordinance. For a variance to be legally granted, you must show that your proposed use meets **all five** of the following conditions:

1. The proposed use would not diminish surrounding **property values**.
2. Granting the variance must not be contrary to the **public interest**.
3. Denial of the variance would result in **unnecessary hardship** to the owner. Hardship, as the term applies to zoning, results if a restriction, when applied to a particular property, becomes arbitrary, confiscatory, or unduly oppressive because of conditions of the property that distinguish it from other properties under similar zoning restrictions. The NH Supreme Court has established a new test for unnecessary hardship for a use variance consisting of 3 elements:
 - a. That the zoning restriction as applied to the property interferes with the reasonable use of the property, considering the unique setting of the property in its environment;
 - b. That no fair and substantial relationship exists between the general purposes of the zoning ordinance and the specific restriction on the property; and
 - c. That the variance would not injure the public or private rights of others. For an area variance, an applicant can demonstrate unnecessary hardship by establishing **That:**
 - a. Special conditions of the property make an area variance necessary in order to allow the applicant to construct the development as designed; and
 - b. The applicant cannot achieve the same benefit by some other reasonably feasible method that would not impose an undue financial burden.
4. Granting the variance would do **substantial justice**.
5. The proposed use is not contrary to the **spirit of the ordinance**.

If you are applying for a variance, you must first have some form of determination that your proposed use is not permitted without a variance. Most often, this determination is a denial of a building permit. A copy of the determination must be attached to your application.

APPEAL FROM AN ADMINISTRATIVE DECISION: If you have been denied a building permit or are affected by some other decision regarding the administration of the **RICHMOND** zoning ordinance, and you believe that the decision was made in error under the provisions of the ordinance, you may appeal the decision

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to the board of adjustment. The appeal will be granted if you can show that the decision was indeed made in error.

If you are appealing an administrative decision, a copy of the decision appealed from must be attached to your application.

SPECIAL EXCEPTION: Certain sections of the zoning ordinance provide that a particular use of property in a particular zone will be permitted by special exception if specified conditions are met. The necessary conditions for each special exception are given in the ordinance. Your appeal for a special exception will be granted if you can show that the conditions stated in the ordinance are met.

If you are applying for a special exception, you may also need site plan or subdivision approval, or both, from the planning board. Even in those cases where no planning board approval is needed, presenting a site plan to the planning board will assist in relating the proposal to the overall zoning. This should be done before you apply for a special exception. The Board of Adjustment may request a recommendation from the Richmond Planning Board and the Richmond Conservation Commission concerning the proposed use.

EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENTS: The board may grant an equitable waiver only for existing dimensional nonconformities provided the applicant can meet the required standards.

- a) The nonconformity was not discovered until after the structure was substantially completed or after a vacant lot in violation had been transferred to a bona fide purchaser;
 - b) The nonconformity was not an outcome of ignorance of the law or bad faith but was instead caused by a legitimate mistake; If these conditions are satisfied, the board can move on to the additional findings to grant the waiver:
 - c) The nonconformity does not constitute a public or private nuisance nor diminish the value or interfere with future uses of other property in the area; and
 - d) The cost of correction would far outweigh any public benefit to be gained.
- In lieu of the requirements in paragraphs (a) and (b), the violation has existed for 10 years or more with no enforcement action, including written notice, commenced by the town.

For any appeal, the application form must be properly filled out. The application form is intended to be self-explanatory, but be sure that you show:

WHO owns the property? If the applicant is not the owner, this must be explained.

WHERE is the property located?

DESCRIBE the property. Give area, frontage, side and rear lines, slopes and natural features, etc.

WHAT do you propose to do? Attach sketches; plot plans, pictures, construction plans, or whatever may help explain the proposed use. Include copies of any prior applications concerning the property.

WHY does your proposed use require an appeal to the board of adjustment?

WHY should the appeal be granted?

Prepare a list of all abutting property owners, and attach to your application. If you have any difficulty, consult the selectmen's office, but the accuracy of the list is the applicant's responsibility. If the abutter's list is incomplete, the application will not be accepted. Include you and any agent or representative you want notified.

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Mail or deliver the completed application, with all attachments to the office of the board of selectmen. A fee is charged sufficient to cover the cost of preparing and mailing the legally required notices. Make two checks payable to **TOWN OF RICHMOND** and one check payable to the **POSTMASTER** and remit with your application.

Town of Richmond.....\$100.00 application fee
Keene Sentinel.....\$25.00 newspaper ad
**Abutters notification.....Applicant is responsible to contact the Post Office for
the current rate for a certified letter without a
returned receipt.**

Regular meetings are held on the second Wednesday of each month. The deadline for applications is the 15th of each month.

The board will promptly schedule a public hearing upon receipt of your properly completed application. The applicant/property owner **should** be present. If necessary, a signed and dated letter by the property owner authorizing an agent to represent the owner is required. Public notice of the hearing will be posted and printed in a newspaper, and notice will be mailed to you and to all abutters and to other parties whom the board may deem to have an interest, at least five days before the date of the hearing. You and all other parties will be invited to appear in person or by agent or counsel to state reasons why the appeal should or should not be granted.

After the public hearing, the board will reach a decision. You will be sent a notice of decision. If you believe the board's decision is wrong, you have the right to appeal. The selectmen, or any party affected, have similar rights to appeal the decision in your case. To appeal, you must first ask the board for a rehearing. The Motion for Rehearing may be in the form of a letter to the board. The motion must be made within 30 calendar days after the date of the date of decision and must set forth the grounds on which it is claimed the decision is unlawful or unreasonable.

The board may grant such a rehearing if, in its opinion, good reason is stated in the motion. The board will not reopen a case based on the same set of facts unless it is convinced that an injustice would be created by not doing so. Whether or not a rehearing is held, you must have requested one before you can appeal to the courts. When a rehearing is held, the same procedure is followed as for the first hearing, including public notice and notice to abutters.

See **RSA chapter 677** for more detail on rehearing and appeal procedures. Reference materials are available at the Richmond Town Hall or on line at www.gencourt.state.nh.us/rsa

REMIT TO:

Town of Richmond
Land Use Assistant
Selectmen's Office
105 Old Homestead Hwy.
Richmond, NH 03470

CONTACT INFORMATION:

mattson.kim@gmail.com
603-239-4232
Mon. 10am-12 6pm-8pm
Wed. 8am-12 1pm-5pm
Thurs. 8am-12 1pm-4pm

Please leave a message or send an email and we will return your call or email at our earliest convenience.
Amended 7.13.11 and 9.6.11

APPLICATION FOR A USE VARIANCE

To: Board of Adjustment,
Town of **RICHMOND**

Do not write in this space

Case No. _____

Date filed _____

(signed - ZBA)

Name of applicant _____

Address _____

Owner _____

(if same as applicant, write "same")

Location of property _____

(street, number, sub-division & lot number)

NOTE: This application is not acceptable unless all required statements have been made.
Additional information may be supplied on a separate sheet if the space provided is inadequate.

APPLICATION FOR A USE VARIANCE

A variance is requested from article _____ section _____ of the zoning ordinance to permit _____

Facts supporting this request:

1. The proposed use would not diminish surrounding property values because:

2. Granting the variance would not be contrary to the public interest because:

3. Denial of the variance would result in unnecessary hardship to the owner because:

a. the zoning restriction as applied to the property interferes with the reasonable use of the property, considering the unique setting of the property in its environment such that:

b. that no fair and substantial relationship exists between the general purposes of the zoning ordinance and the specific restriction on the property because:

c. the variance would not injure the public or private rights of others since:

4. Granting the variance would do substantial justice because:

5. The use is not contrary to the spirit of the ordinance because:

Applicant _____ Date _____
(Signature)

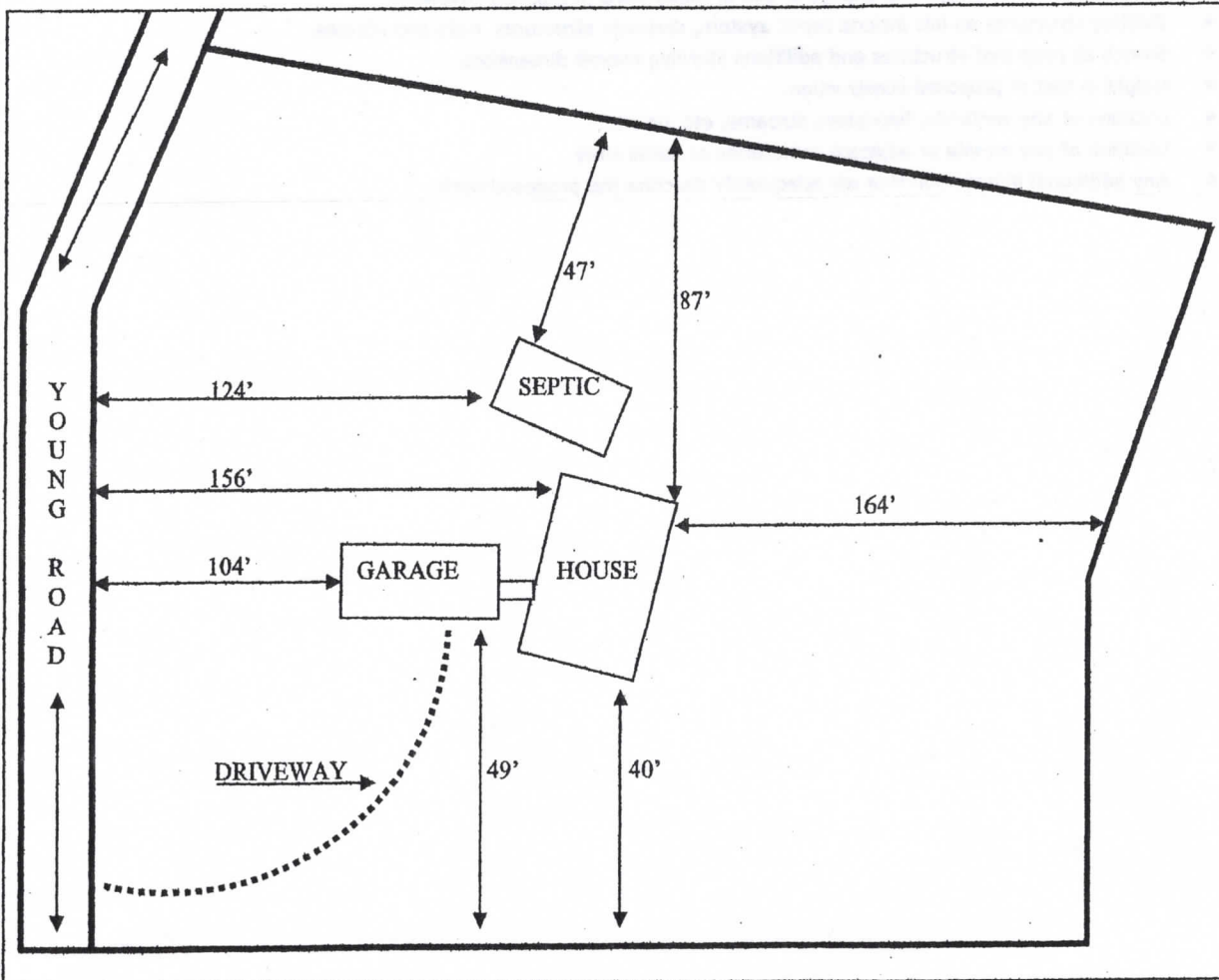
SAMPLE

PLOT PLAN

NAME: _____

DATE: _____

ADDRESS: _____



INSTRUCTIONS: Please fill in all the blanks. Sketch the plot plan showing the location and setbacks of all buildings, the well, the septic and all lot line setbacks. Please show any right of ways or main thoroughfares.

SIZE OF LOT: _____ FRONTAGE: _____ ft DEPTH: _____ ft

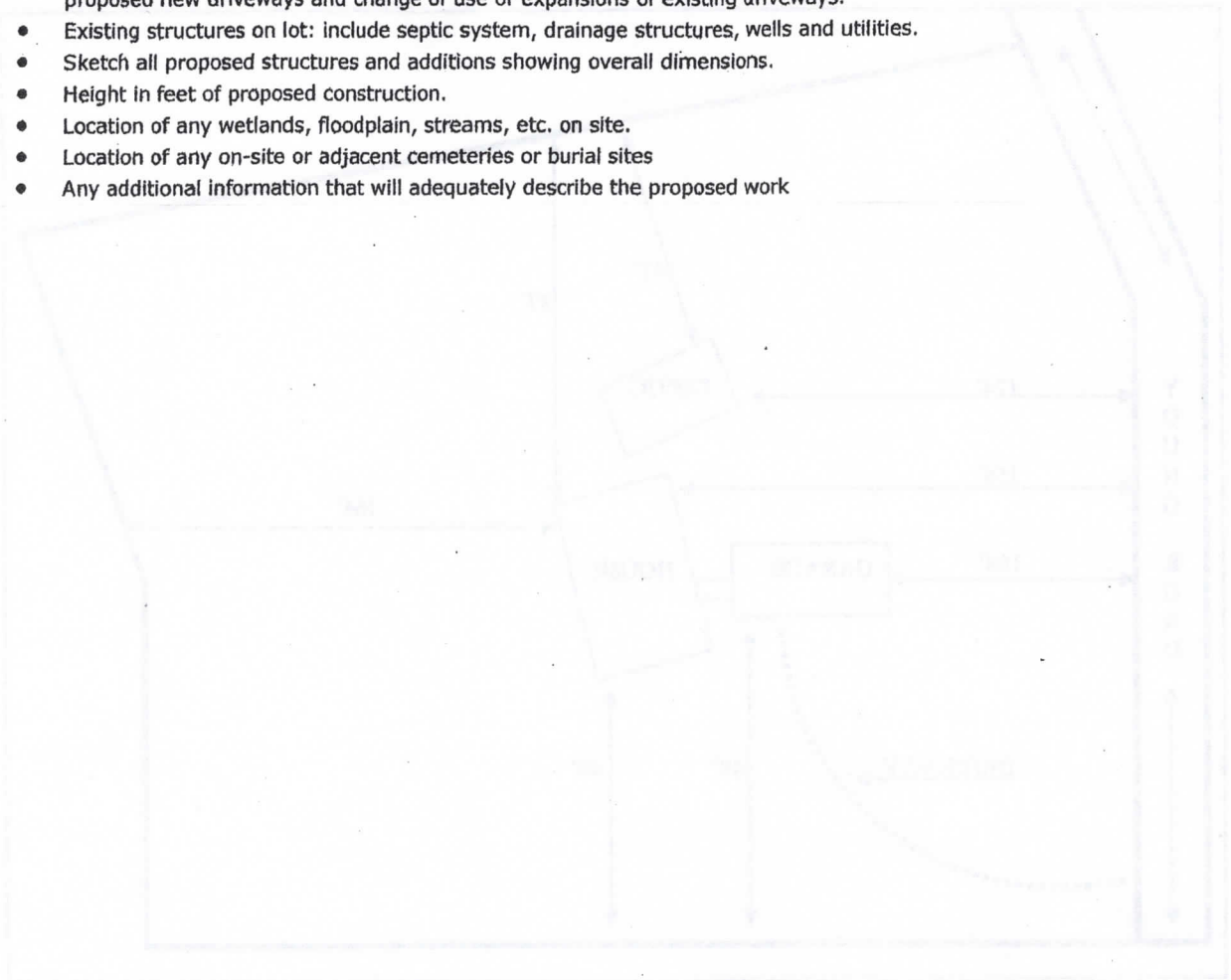
DISTANCE FROM RIGHT OF WAY LINE: _____ SIDELINE: _____

DISTANCE FROM REAR LINE: _____ SIDELINE: _____

*Applicant's Signature _____ Date: _____

A Plot Plan shall be included as part of the application. It shall be neatly drawn and include the following information.

- North arrow
- Boundaries of lot with dimensions in feet.
- Setback distances from structures to all property lines. Please remember that the front setback is measured from your property line, not from the road. (In campgrounds and mobile home parks, indicate setback to nearest structures and roads on all sides from both the existing and proposed structure.)
- Setback distances from all bodies of water and wetlands.
- Names and locations of roads adjacent to lot.
- Location of all driveways. Identify if existing or proposed. Driveway application must be completed for proposed new driveways and change of use or expansions of existing driveways.
- Existing structures on lot: include septic system, drainage structures, wells and utilities.
- Sketch all proposed structures and additions showing overall dimensions.
- Height in feet of proposed construction.
- Location of any wetlands, floodplain, streams, etc. on site.
- Location of any on-site or adjacent cemeteries or burial sites
- Any additional information that will adequately describe the proposed work



INSTRUCTIONS: Please fill in all the blanks. Sketch the lot plan showing the location and dimensions of all buildings, structures, and other features. Please show the location of any wetlands, floodplain, streams, etc. on site. Please show the location of any on-site or adjacent cemeteries or burial sites. Please show any additional information that will adequately describe the proposed work.

NAME _____
ADDRESS _____
CITY _____
STATE _____
ZIP _____
LOT NO. _____
SECTION _____
TOWNSHIP _____
COUNTY _____

ABUTTERS LIST

Name of Applicant: _____

Property Concerned: Tax Map: _____ Lot Number: _____

All abutters must be notified of the scheduled hearing by certified mail. Said notices to be mailed by the Zoning Board of Adjustment at the expense of the applicant not less than ten (10) days prior to the scheduled hearing.

Definition of Abutter (New Hampshire RSA 672:3, 1987 Supplement): " 'Abutter' means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only and not for purposes of notification, the term 'abutter' shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII."

The following are abutters to the above property: (Attach additional sheets with page numbers as needed).

Tax Map: _____ Lot: _____ Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Tax Map: _____ Lot: _____ Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Tax Map: _____ Lot: _____ Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Tax Map: _____ Lot: _____ Name: _____

Address: _____

City: _____ State: _____ Zip: _____